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Wyvern's Pilot & Aircraft Safety Survey (PASS)

Wyvern's Pilot & Aircraft Safety Survey (PASS) system makes it easy for air charter buyers and sellers to share safety information and perform trip due diligence checks. All charter operators can participate in the PASS program by simply providing pilot, aircraft and insurance details. Each PASS

report confirms for your customer that you are a certificated charter operator, the aircraft being chartered is on your air carrier certificate, the aircraft has current insurance, each crewmember's medical is current, and each crew member's experience meets accepted industry averages.

INDUSTRY PASS REPORT		 Meets the PASS requirements for Industry Standards.						
RUN BY: INSERT YOUR LOGOTYPE AND TAGLINE HERE.	STANDARD Industry Standards Industry Standards are standards that are most often used by fractional and card programs, flight departments, charter brokers and safety conscious end users in the United States.							
Valid until: 09-Mar-2012 Confirmation code: 5244931	TRIP SUMMARY 05-Mar-2012 TETERBORO, NJ, US (KTEB) — WEST PALM BEACH, FL, US (KPB)							
<table border="0"><tr><td> OPERATOR Certificate holder name: Demo Operator Certificate: DEMO_CERT Address: 520 SW 6th Avenue, Suite 1050, Portland, OR, US Wyvern audited: N/A</td><td> AIRCRAFT Aircraft registration: N00006 Type: LR-55 (Learjet 55) Serial number: DEMO Seats: 7 Year: 1982 Liability insurance limit: \$125 Million</td></tr><tr><td> <i>Registered operators submit data on their operation, aircraft and crew for authentication. The Wyvern system validates it for accuracy.</i></td><td></td></tr><tr><td> PILOT IN COMMAND Name: Jacob C. Copeland Certificate type: ATP Applicable type rating: LR-JET Medical: Class 1 Last medical date: 31-Mar-2012 Total time: 10832 hrs Total PIC time: 7912 hrs PIC time in type: 1766 hrs Total time in type: 2346 hrs Total time last updated: 02-Mar-2012</td><td> SECOND IN COMMAND Name: Luis A. Nazario Certificate type: ATP Applicable type rating: LR-JET Medical: Class 1 Last medical date: 31-Jan-2012 Total time: 5542 hrs Total PIC time: 4807 hrs PIC time in type: 765 hrs Total time in type: 987 hrs Total time last updated: 02-Mar-2012</td></tr></table>			 OPERATOR Certificate holder name: Demo Operator Certificate: DEMO_CERT Address: 520 SW 6th Avenue, Suite 1050, Portland, OR, US Wyvern audited: N/A	 AIRCRAFT Aircraft registration: N00006 Type: LR-55 (Learjet 55) Serial number: DEMO Seats: 7 Year: 1982 Liability insurance limit: \$125 Million	 <i>Registered operators submit data on their operation, aircraft and crew for authentication. The Wyvern system validates it for accuracy.</i>		 PILOT IN COMMAND Name: Jacob C. Copeland Certificate type: ATP Applicable type rating: LR-JET Medical: Class 1 Last medical date: 31-Mar-2012 Total time: 10832 hrs Total PIC time: 7912 hrs PIC time in type: 1766 hrs Total time in type: 2346 hrs Total time last updated: 02-Mar-2012	 SECOND IN COMMAND Name: Luis A. Nazario Certificate type: ATP Applicable type rating: LR-JET Medical: Class 1 Last medical date: 31-Jan-2012 Total time: 5542 hrs Total PIC time: 4807 hrs PIC time in type: 765 hrs Total time in type: 987 hrs Total time last updated: 02-Mar-2012
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<p>This trip was not tested using The Wyvern Standard™ and may not be Wyvern compliant. The data used in compiling and contained in this report has been obtained from the air charter operators named above, the National Transportation Safety Board, the Federal Aviation Administration and other publicly available information sources. All information contained in this report is of an advisory nature only and should not be deemed a recommendation, certification or warranty. Wyvern makes no claim as to the veracity of the information contained in this report. Any conclusions drawn from the data contained in this report are the reader's alone. Neither Wyvern nor any employee, officer, or affiliate makes any warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any information contained in this report. Wyvern will not be held liable for any damages whatsoever arising out of or in connection with the use of the information contained in this report.</p> <p>You should verify all PASS reports that you receive at http://pdx-srv-prerelease-wyvern.avinode.local/External/Pass/Default.aspx</p>								

POWERED BY

WYVERN
www.wyvernltd.com



Automatic data updates are available!


Wyvern partners with multiple Fleet Management Systems to make keeping your pilot and aircraft data current easy and effortless. Contact us for details about available integrations and how to get set up!


1 LOG INTO WYVERN

Go to wyvernlimited.com in the upper right-hand corner, and log in using your Wyvern username and password. This is the same login you previously used to access the CharterX website. If you do not have a login, your company's Local Administrator can create a login for you. Contact Wyvern customer support at +1 609 671 9300 or complete the Contact Form under Contact Us to set up an account.

2 UPDATE AIRCRAFT INFORMATION

From the home page, go to the **Company** tab and use drop-down menu to select **Aircraft** (or if you're already in the **Company** section, just click the Aircraft tab). This action will bring you to your company's fleet page.

Once you are on your fleet listing page, you will see the aircraft that Wyvern has already gathered from your D085. Wyvern makes every attempt to keep the most recent copy of your company's air carrier certificate on file. Click on the  icon at the top of the page to view the D085 we currently have on file for your company.

Click on the  button to enter additional information about each aircraft including aircraft base, year of manufacture, and number of seats. We encourage you to provide additional pricing and amenities information at this time, but it is not required.

If you would like to add an aircraft that is not already listed on your fleet page, click the Add aircraft button. Follow the instructions to add the aircraft and upload or fax a copy of your current D085 to Wyvern.

Figure 1: Add/edit aircraft page

Please note that all aircraft additions, once submitted, will remain pending until Wyvern customer support can review your documentation for verification. Once the documentation has been verified, your changes will displayed automatically.



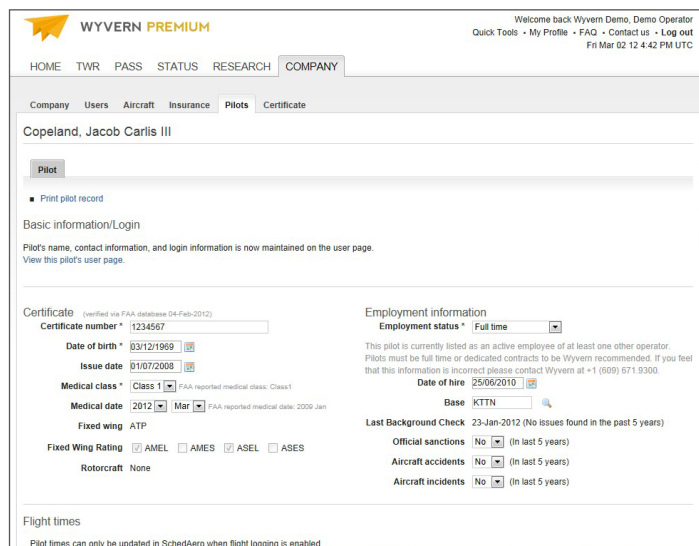
3 CREATE & UPDATE PILOT RECORDS

For domestic US operators, Wyvern communicates electronically with the FAA to make pilot verification an easy, automated process. Simply click on the **Company** tab and use the drop-down menu to select **Pilots** (or if you're already in the **Company** section, just click the **Pilots** tab). This action will bring you to your company's pilot roster page.

Click on the  button to update existing pilot records.

To add a new pilot, click the **Add a pilot** button. Enter the required pilot identification information: Certificate number, first name, last name, and date of birth. Follow the instructions to add the pilot to your roster and supply the required information. If you have any trouble adding a new pilot, please call customer support at +1 (609) 671-9300. We are here to help!

Note: If a pilot receives his or her ATP, a new type rating or medical, please email or fax it to Wyvern for immediate updating of the record. This is because there can be a lag of several weeks before the FAA's website is updated.



WYVERN PREMIUM

Welcome back Wyvern Demo, Demo Operator
Quick Tools • My Profile • FAQ • Contact us • Log out
Fri Mar 02 12:44:2 PM UTC

HOME TWR PASS STATUS RESEARCH COMPANY

Company Users Aircraft Insurance Pilots Certificate

Copeland, Jacob Carlis III

Pilot

Print pilot record

Basic information/Login

Pilot's name, contact information, and login information is now maintained on the user page.
View this pilot's user page.

Certificate (verified via FAA database 04-Feb-2012)

Certificate number * 1234567

Date of birth * 03/12/1969

Issue date 01/07/2008

Medical class * Class 1

Medical date 2012 Mar

Fixed wing ATP

Fixed Wing Rating ☒ AMEL ☐ AMES ☒ ASEL ☐ ASES

Rotorcraft None

Employment information

Employment status * Full time

Date of hire 25/06/2010

Base KTTN

Last Background Check 23-Jan-2012 (No issues found in the past 5 years)

Official sanctions No (In last 5 years)

Aircraft accidents No (In last 5 years)

Aircraft incidents No (In last 5 years)

Flight times

Pilot times can only be updated in SchedAero when flight logging is enabled.

Figure 3: Add/edit pilot page

Please note that the pilot's name and date of birth must match the information displayed on his/her license. Nicknames and shortened names will not be recognized by the FAA. Also, suffixes such as Jr., Sr., etc. should not be included in the last name field, but will need to be entered separately in the "Suffix" field.

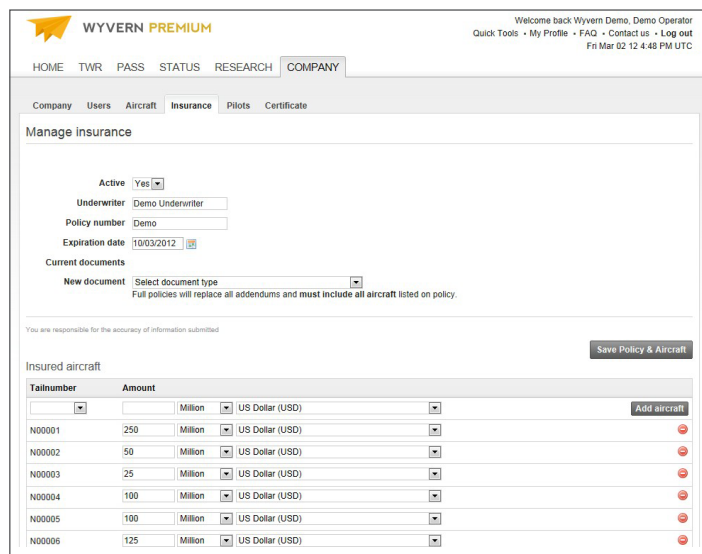


4 UPDATE INSURANCE INFORMATION

From the home page, click **Company** button and select Insurance (or if you're already in the **Company** section, just click the **Insurance** tab). This action will bring you to your company's insurance overview page. If you have existing policies already listed, you will be able to see them here.

ADD NEW INSURANCE POLICY

1. Click the **Add new policy** link. This will create a new insurance policy record.
2. Enter the basic information for your policy:
Underwriter, policy number, and expiration date.
3. Choose the registration number(s), enter the coverage amount (combined single liability limit) and click the **Add aircraft** button. Repeat for all on the insurance policy.
4. Upload the PDF policy, email or fax certificate of insurance to Wyvern.



WYVERN PREMIUM

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Fri Mar 02 12:44:48 PM UTC

HOME TWR PASS STATUS RESEARCH COMPANY

Company Users Aircraft Insurance Pilots Certificate

Manage insurance

Active ☒

Underwriter Demo Underwriter

Policy number Demo

Expiration date 10/03/2012

Current documents

New document

Full policies will replace all addendums and must include all aircraft listed on policy.

You are responsible for the accuracy of information submitted

Insured aircraft

Tailnumber	Amount	
N00001	250 Million US Dollar (USD)	<input type="button" value="Add aircraft"/>
N00002	50 Million US Dollar (USD)	
N00003	25 Million US Dollar (USD)	
N00004	100 Million US Dollar (USD)	
N00005	100 Million US Dollar (USD)	
N00006	125 Million US Dollar (USD)	

Figure 4: Add/insurance policy page



Please note that insurance updates will not be displayed right away. All insurance changes, once submitted, will remain pending until Wyvern customer support can review your documentation for verification. Once the documentation has been verified, your changes will be displayed.



5 ADD YOUR COMPANY LOGO AND TEXT TO PASS REPORTS

Market your company on all PASS reports and add a company description! Your PASS reports will brand your company with your logo and provide pertinent information about your company.

Click the **Company** drop-down menu and select **Company**. This action will bring you to your **Company** information page. Click the **Edit** button in the upper right-hand corner of the page to open the record and scroll to the bottom of the page.

To upload your logo click **Upload new logo** and choose the file from your desktop. Add your **Company's tag line** and a **marketing description** which will display on PASS reports.

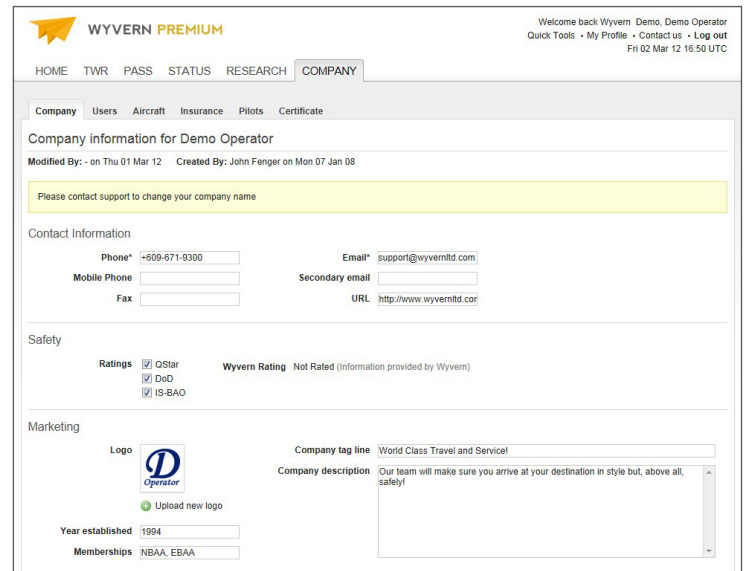
The screenshot shows the 'Company' tab selected in the Wyvern Premium interface. The 'Marketing' section is visible, featuring a logo upload button, a company tag line, and a company description. The 'Safety' section shows ratings for QStar, DoD, and IS-BAO. The 'Contact Information' section includes fields for phone, email, and URL.

Figure 5: Upload logo & marketing text onto Company page

6 PUT THE WYVERN REGISTERED LOGO ON YOUR WEBSITE

Advertise the fact that you are Wyvern Registered to your customers on your website! The logo links to a window that verifies your Wyvern Registered status and explains what a PASS report is.

Click the **Status** drop-down menu to select **Wyvern**. This action will bring you to your company's Wyvern Status page. Choose the horizontal or vertical orientation and copy the HTML code in the scrolling text box and either add the code to your website or send it to your webmaster so that they can do it for you.

The Wyvern Registered logo will only be displayed on your website if you maintain your Wyvern Registered status. At a minimum, to attain and maintain Wyvern Registered status, you must have your D085 and A001 on file with Wyvern, update all required information for one aircraft, and update all required information for two pilots qualified to fly that aircraft.

You will be notified via email if your Wyvern Registered status changes. The Wyvern Status page will notify you of the specific areas that require updating in order to maintain your Wyvern Registered status.

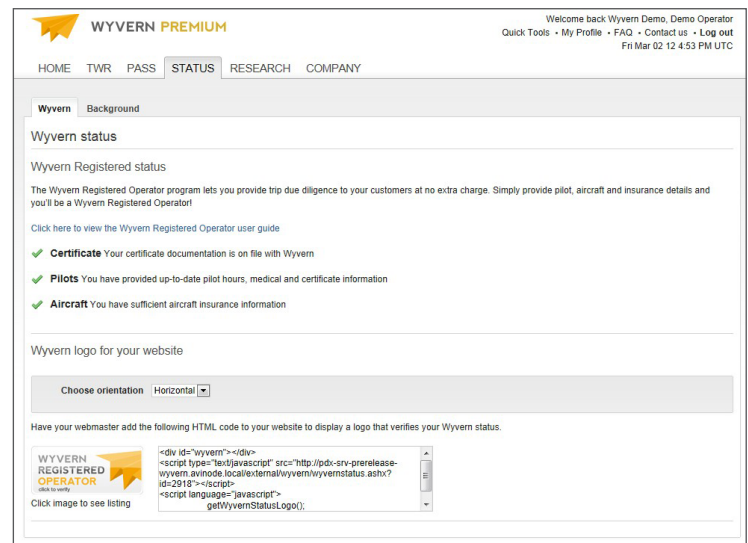
The screenshot shows the 'Wyvern' tab selected in the Wyvern Premium interface. The 'Wyvern status' section is visible, showing the 'Wyvern Registered status' and a link to the 'Wyvern Registered Operator user guide'. Below this, there are three green checkmarks indicating that the user is a Wyvern Registered Operator. The 'Wyvern logo for your website' section shows a dropdown for 'Choose orientation' set to 'Horizontal'. Below this, there is a section for the HTML code to be added to the website.

Figure 7: Wyvern status page

Please note that the Wyvern Registered logo will only be displayed on your website if you maintain your Wyvern Registered status.



7 MONITOR AND MAINTAIN YOUR WYVERN REGISTERED STATUS

All pilot records must be updated within the last 90 days to be considered current and Wyvern Registered.

Company users with the email permission will be notified via email if your Wyvern Registered status changes. The Wyvern Status page will notify you of the specific areas that require updating in order to maintain your Wyvern Registered status.

8 CREATE PASS REPORT

Demonstrate your company's commitment to safety and data transparency by providing buyers with a PASS report for every trip you fly. Creating a PASS Report is easy:

1. On the main menu click **PASS** and **Create New**.
2. Choose the appropriate safety standard and complete the necessary data in the form and click **Continue**.
3. Add Pilot in Command (PIC) and Second in Command (SIC) and click Generate PASS.

The PASS report will check your company data against a particular safety standard of your choosing and generate a report which may be emailed internally or to your client. Users with appropriate permissions within your organization will receive an email every time a PASS report is generated or the status changes and a PASS report is resolved.

PASS reports which meet all safety criteria display a green check mark indicating the PASS is "all clear". PASS reports which fail the safety standard display alerts advising if OpSpec documentation, pilot flight times, insurance has expired, etc. as the reasons for the failure.

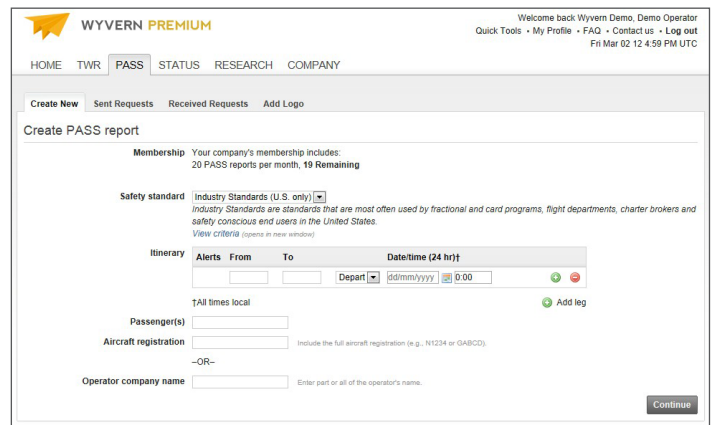
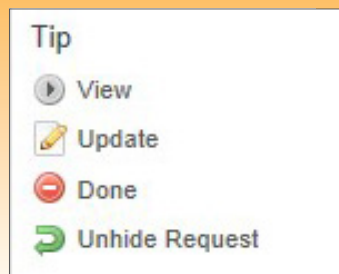


Figure 8: Create PASS report

RESOLVING A PASS REPORT IS EASY!

Just log into the website and go into the Received Requests page under the PASS tab. Use the following buttons to view, update, and manage your company's PASS requests:





Frequently Asked Questions

5

Frequently Asked Questions

What documentation should be provided to Wyvern when a pilot receives a new type rating or medical?

Wyvern verifies pilot licenses, medicals, and type ratings with the FAA on a regular basis. However, sometimes the FAA is backlogged and updates may not be readily available. Wyvern encourages operators to email or fax all temporary certificates to Wyvern at +1 609 671 0173 or support@wyvernlltd.com in order to update pilot records quickly and expediently.

What types of insurance does Wyvern accept for Wyvern Registered status?

Operators should provide a current certificate of insurance from the underwriting company or their broker which includes the underwriting company's name, policy number, term expiration, registration numbers, and combined single liability limit. Wyvern does not accept the DOT OT 6410 nor Department of Defense (DoD) certificates.

Who can update, receive, and send PASS reports?

Data management on Wyvern is accomplished using Permissions. A company is assigned an Administrator who is a primary contact and who manages company users. Company users may be assigned the Aircraft, PASS, and Pilot Records permissions and accompanying emails.

How do we add a new aircraft on our certificate?

Aircraft in the Wyvern system are added or removed according to your company's current D085. The D085 may be emailed or faxed to Wyvern. In addition, on the Aircraft page the D085 may be uploaded and editorial details added for an aircraft. Wyvern support manually reviews all changes before adding or removing aircraft from an operator's fleet listing.

How can I add a new login for someone to update our data?

Your company's Administrator can add or remove company users and create a login for you to access the system.

How can I add a new login for someone to update our data? What permissions should users have to update PASS?

Your company's Administrator can add or remove company users and create a login for you to access the system. Go to Company>Users and click Add user. Create the user profile then go to the Permissions & Email tab and add Sales & Scheduling. This will automatically add the ability to Generate PASS Reports. To receive PASS reports and status updates, add Operations:

The screenshot shows the 'WYVERN PREMIUM' web application. The top navigation bar includes 'HOME', 'TWR', 'PASS', 'STATUS', 'RESEARCH', and 'COMPANY'. The 'PASS' tab is active. Below the navigation bar, there are tabs for 'Create New', 'Sent Requests', 'Received Requests', and 'Add Logo'. The main content area is titled 'Create PASS report'. It contains several sections: 'Membership' (showing 20 PASS reports per month, 19 remaining), 'Safety standard' (with a dropdown for 'Industry Standards (U.S. only)' and a link to 'View criteria'), 'Itinerary' (with a table for 'Alerts', 'From', 'To', and 'Date/time (24 hr)' and a button for 'Add leg'), 'Passenger(s)' (with a text input), 'Aircraft registration' (with a text input and a note to include the full aircraft registration), and 'Operator company name' (with a text input and a note to enter part or all of the operator's name). A 'Continue' button is at the bottom right.

How do I submit a new insurance policy?

A new insurance policy may be emailed or faxed to Wyvern or uploaded onto your Insurance page under the Company tab. Please see instructions above for adding a new policy. Insurance policies are reviewed by Wyvern staff before being accepted.

How do I add or remove a pilot?

Pilot records may be created or deleted on the Company>Pilots page. Please see the instructions above for adding a pilot.



Frequently Asked Questions continued

Can I reactivate a pilot?

Once a pilot is inactivated in a roster, Wyvern staff may reactivate him or her. A quick process, simply contact Wyvern at +1 609 671 9300 for assistance.

What scheduling software will integrate to Wyvern to update my pilots?

The technology at the core of Wyvern will support nearly any fleet management integration. We already can automatically update data from SchedAero, CTA-FOS and BART. With records updates coming automatically the time necessary for manual updates in the system is minimized. We are constantly adding more software integrations so please contact us if you want us to add the one you are using, it is free!

How can I obtain a (Registered or Wingman) web logo?

If you click the STATUS tab and choose WYVERN the logo corresponding to your company's membership level is displayed. Simply follow the directions to easily add the logo to your website for customers to click and verify your Wyvern status.

How often should I update pilot records on the website?

At a minimum, pilots should be updated every 90 days for currency. Wyvern recommends updating on a regular basis to ensure current data to resolve PASS reports.

Can my insurance broker automatically send us our fleet renewal policies?

Yes, brokers are encouraged to add Wyvern to their distribution lists. Certificates of insurance may be sent to support@wyvernlt.com. It is not necessary to list Wyvern as additionally insured for the Registered program, but if you would like to do so the address is:

Wyvern Consulting, Ltd.
P.O. Box 7299
Trenton, New Jersey 08628

What does the Other Category Flight Time field mean?

Flight time other than in single or multi-engine aircraft or helicopters (balloon, glider, etc...) may be logged in the Other Category flight time field to count towards a pilot's total time. This field does not autocalculate and a pilot's total time fields will still need to be updated.

How do I log time for non type-rated aircraft?

In each pilot record is an Aircraft type ratings picker which may be used to add aircraft types to a pilot's record. Even though an aircraft type may not require a type rating, you will need to activate an aircraft type to be used as a placeholder for PIC and Total time in a specific model (ex: King Air 200).

Aircraft type ratings

Add aircraft type

(choose)

Add

What are the Industry Standards and how can I get a copy of the criteria for resolving and running PASS reports against it?

Industry Standards are standards that are most often used by fractional and card programs, flight departments, charter brokers and safety conscious end users in the United States.

Links to the Industry Standards criteria are found on the PASS Create a PASS page and within PASS reports found on the Sent requests and Received requests pages. Click the View criteria link for any PASS standard to see the safety criteria for that particular standard.

Why do I need a unique login to access the Wyvern and other Avinode websites?

Users require unique logins to make it easier to keep track of your business.

